

Technical Branch
Technical Group
Plan Review Services

ELECTRICAL PLAN REVIEWER

12/97 (TLW)

Summary

Under general supervision, receive and process plans and specifications submitted in conjunction with applications for commercial, industrial and multiple residential building permits to ensure compliance with the Electrical Code, the Municipal Sign Ordinance and other applicable Codes.

Typical Duties

Receive and review plans and specifications to determine code compliance resulting in issuance of permit to construct, alter, repair, move, demolish or replace electrical systems or commercial signs. Involves: assisting in control, receipt and movement of submitted plans and specifications through the plan review section and outside agencies; verifying that plans and drawings drawn to scale with sufficient clarity and detail to indicate nature and character of work to determine conformance to technical code requirements concerning main power feed, electrical wiring distributions, transformer size, proper safeguards, sufficient quantity of lighting, minimum number of outlets, proper zoning for sign height, placement and components; verifying mathematical calculations; performing field inspections to assist inspectors with difficult or unusual code requirement compliance; noting instances of noncompliance on plans and correction sheet and suggesting modifications to bring plans into compliance; submitting reports detailing items of noncompliance to builder for correction; preparing plan review letters and scheduling follow-up reviews; approving and signing plans meeting code requirements; proposing and implementing studies to improve or update electrical and sign codes; conferring with Plan Review Manager, Chiefs and supervisors on major projects.

Ensure quality customer service provided to construction industry and general public. Involves: providing relevant information and guidance concerning code standards and regulations; interpreting and explaining electrical and signage codes and departmental rules and regulations; recommending procedures for improving service; providing assistance in permit process; referring customer to appropriate section, department or agency, as requested.

Perform related duties as assigned. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required; reviewing proposals for new materials/methods of construction and submitting recommendations to Plan Review Manager; preparing and maintaining record of plan checking procedures; maintaining and updating computerized databases; attending City Boards and Council meetings as required; testifying in court and before Electrical Board of Appeals and Zoning Board of Adjustments.

Minimum Qualifications

Training and Experience: Completion of a minimum of two (2) years of college with an emphasis on civil or structural engineering, architecture, or related field and six (6) years of progressively responsible building trade or trades related experience including two (2) years of residential or commercial construction inspection or plan review experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: National Electrical Code and ordinances affecting residential and major and minor industrial, institutional and commercial building construction; current electrical construction methods and materials; zoning and sign ordinance regulations and procedures as applied to the use and construction of buildings, structures and signs; design and drafting procedure; terms, symbols, and techniques employed by architects, engineers and designers in construction plans and specifications. Good knowledge of: health and fire regulations pertaining to buildings and structures; Underwriter's Laboratories Standards regulating the construction of electrical equipment and signs.

Ability to read and interpret construction plans and specifications and to relate to controlling codes and ordinances; recognize potential design hazards from linear interpretation; estimate construction costs with minimum design information; reduce design observations to reportable format; perform simple design calculations related to plan checking and to use appropriate design tables, references, standards and office machines; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, architects, engineers and the general public; maintain records and prepare reports.

Skill in the safe operation of a motor vehicle through City traffic.

Physical Requirements: Occasionally inspect field construction in progress requiring bending, stooping, and climbing

ladders and scaffolding. Occasional exposure to all weather conditions.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Certification by International Congress of Building Officials (ICBO) or Southern Building Code Congress International (SBCCI) as Level I Electrical Inspector by time of appointment. SBCCI Certification as Electrical Plan Examiner must be obtained within (6) months of date of appointment.

Director of Personnel

Department Head